

State of California
Department Of Alcohol and Drug Programs

California Alcohol and Drug Data System (CADDS)
CADDS Web Front End
Users Manual

November 3, 2003

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Introduction

ADP has implemented this change in the California Alcohol and Drug Data System (CADDS) system to allow county and provider users that currently use CADDS Access Solution to submit admission and discharges transactions using a web-based system. The goal of this update is to provide a means of data collection for those counties who are currently using the CADDS Access Solution. As of the release of CADDS Web, the CADDS Access Solution will no longer be supported by ADP. This new web application is a secured system and is HIPAA compliant. It is not meant to take the place of the upcoming CalOMS project, but rather to provide a supported application during the transition period to CalOMS. CalOMS will mark a significant change in the way ADP collects data. Upon release of CalOMS, anticipated in Fall of 2004, ADP will only receive data uploads from the counties rather than utilizing direct input applications as we have in the past. It is important to note that even this new application is slated to be retired upon the release of CalOMS.

This document will describe the process that current CADDS Access Solution counties and providers will use to access the CADDS web component, and submit, update and delete admission and discharge data via the new CADDS web front end. It will also describe the reports available to users and how to access them.

The CADDS web component is available via the ADP homepage at: <http://www.adp.ca.gov>.

Minimum System Requirements

To access the new CADDS web component, you must have Internet access. Your Internet browser must be Internet Explorer 6.0 or higher and have 128-bit encryption enabled. This will give you a secure Internet connection.

The Current Process

Currently, these counties and providers collect admission and discharge information using forms with a pre-printed Form Serial Number (FSN). This data is then entered into CADDS Access Solution and then uploaded to ADP.

The New Process

The new CADDS web front end is a secured system and utilizes unique user IDs and passwords. Users will data enter their transactions directly into the web. Pre-printed forms will not be necessary for providers since the new component will auto-generate a Form Serial Number (FSN) at the time of data entry. In addition, users will have access to their CADDS transaction data for viewing, printing, updating and reporting.

User ID and Password Setup

All CADDS web component users will need his or her own User ID and password. To get a User ID and password, print and fill out the User Identification Request Form which is available at: <http://www.adp.ca.gov/CADDS/main.shtml>.

After completing the User Identification Request Form, fax it to the ADP Help Desk at (916) 324-4524. Upon approval, ADP will call you with your User ID and temporary password.

Note: User IDs and passwords are confidential and must be given to the user directly. They may not be given to coworkers or supervisors, nor may they be left on voice-mail or e-mail.

At this time, ADP Help Desk staff will assist you with the login in process. The password they will give you is temporary and will only work one time. They will also walk you through the process to change your password.

Login Process

To access the CADDS web component go to <http://www.adp.ca.gov/AOD/cadds.shtml> (the CADDS homepage), click on the [CADDS Web Component](#) link on the CADDS homepage. Then click on the [Input Data](#) link.

The Login window display:



To access the CADDS web component, enter the User ID that was given to you by ADP staff.

Note: The User ID is case sensitive and is lowercase, no spaces.

Enter your password; then click on the **OK** button. This will take you into the CADDS web component.

Note: If your password is expired or you are using the temporary one given to you from ADP, you will be prompted to change it.

How to Change Your Password

Home Pages
• CA Home Page
• ADP Home Page
• CADDS Home Page

User Profile
Provider 010001

Activity Selection

Search

Registering

ADP Assistance

Change Password
You have 21 pending transactions.

Welcome to **California**
Department of Alcohol and Drug Programs
CADDS Information System

User Profile

To process CADDS Participant Records, select the [Activity Selection](#) link.
To find a participant record, select the [Search](#) link.
To produce reports (hardcopy or electronic) from your data, select the [Reporting](#) link.
To change your password, select the [Change Password](#) link.

Please confirm your current User Profile.
You may switch between provider facilities by selecting a Profile Option and clicking Submit.

Staff ID	CADDSTEST1
Current Profile	Provider 010001 Horizon Services 3845 Telegraph Avenue (3837 Telegraph) Oakland, CA 94609
Profile Option	<input type="radio"/> Provider 010001 Horizon Services 3845 Telegraph Avenue (3837 Telegraph) Oakland, CA 94609

If you would like to change your password, click on the [Change Password](#) link on the Navigation Bar.

The following screen will display:

Internet Service Manager for Internet Information Server 4.0

Your password has expired. You can change it now.

User Name	<input type="text" value="tester1"/>
Old password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>

1. Enter your User ID
2. Enter your old password. If this is your first time logging in, enter the temporary password given to you by ADP.
3. Create a new password and enter in the New Password box. Password must be a minimum of six characters and cannot be a password you have ever used before for CADDS.
4. Enter your newly created password again in the Confirm New Password box and click on the **OK** button.

If successful, you will receive a message that your password has been successfully changed. To complete the transaction, close your web browser, open it up again and login using your new password.

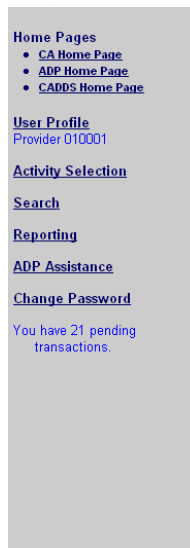
Site Navigation



When you log in, your User Profile will be displayed on the Navigation Bar on the left side of the screen.

Note: Check your User Profile before you enter data. To enter data for a specific provider, you must select that provider User Profile before entering data.

If you enter data for more than one location, click in the radio box next to the provider or county profile you chose then click on the **Submit** button.



Please confirm your current User Profile.
You may switch between provider facilities by selecting a *Profile Option* and clicking *Submit*.

Staff ID	CADDSTEST1
Current Profile	Provider 010001 Horizon Services 3845 Telegraph Avenue (3837 Telegraph) Oakland, CA 94609
<input checked="" type="radio"/> Profile Option	Provider 010001 Horizon Services 3845 Telegraph Avenue (3837 Telegraph) Oakland, CA 94609
<input type="radio"/>	Provider 010008 St. Marys Community Center 635 22nd Street Oakland, CA 94612
<input type="radio"/>	Provider 400001 Casa Solana 363 South 13th Street Grover City, CA 93433
<input type="radio"/>	ALAMEDA County
<input type="radio"/>	SAN LUIS OBISPO County
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Function Options

You have four different function options to choose from. Select the desired function from Navigation Bar on the left.

1. To process or view CADDS Participant Records, select the [Activity Selection](#) link.
2. To find a participant record, select the [Search](#) link.
3. To produce reports (hardcopy or electronic) from your data, select the [Reporting](#) link.
4. To change your password, select the [Change Password](#) link.

Activity Selection

This option allows you to Add, View or Delete an Admission or Discharge transaction.

To process a CADDS Participant Record, select an option below.

To add an Admission only, click 'Add Admission'.
To add a Discharge, enter the FSN and click 'Add Discharge'.
To add both an Admission and Discharge, click 'Add Admission and Discharge'.

	<input type="button" value="Add Admission"/>
FSN <input type="text"/>	<input type="button" value="Add Discharge"/>
	<input type="button" value="Add Admission and Discharge"/>

To view/update an existing form, enter the FSN and click 'View/Update'.

FSN <input type="text"/>	<input type="button" value="View/Update"/>
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To delete an Admission and/or Discharge, enter the FSN and click Delete.

FSN <input type="text"/>	<input type="button" value="Delete Admission"/>
	<input type="button" value="Delete Discharge"/>
	<input type="button" value="Delete Admission and Discharge"/>

Add a Transaction

You may add an Admission transaction or a Discharge transaction, or you may add an Admission and Discharge transaction together.

Note: If you choose to add a Discharge transaction you must know the FSN for the related Admission.

Admission or Admission and Discharge Transactions

1. Click on the **Add Admission** or **Add Admission and Discharge** button.
2. Enter data in all fields to create a Unique Participant ID (UPI).

Note: You must use the Tab key to move to the next field.

Unique Participant ID

To create a new CADDS Participant Record, enter the Unique Participant ID (UPI) and Date of Admission and click the Add button.

The screenshot shows a web form with the following fields and controls:

- Initial of Last Name:
- Initial of First Name:
- Gender (1=male 2=female):
- Date of Birth (mm/dd/yyyy): / /
- Date of Admission (mm/dd/yyyy): / /
- Buttons:

3. Click on the **Add Admission** or **Add Admission and Discharge** button.
4. Enter data in all fields. This form contains both alpha-numeric data entry fields and drop down selection windows.

Note: Some fields will auto fill based on the answer given in other fields.
(Example - If the participant is male, Question 11: Is this person currently pregnant? will auto fill with “No”.)

5. Click on the **Submit** button to submit your data.*

*

Note: The **Submit** button submits the transaction to CADDS.

The **Save** button stores the transaction, but does not submit it to CADDS.

The **Print** button prints the transaction.

The **Reset** button resets the data to the last saved or submitted values and stays on the current page.

The **Cancel** button cancels any unsaved changes and returns to the Activity Selection page.

Note: If you forget to submit your data and click on the Activity Selection link on the left hand sidebar, your data will be saved as a *Pending* record.

6. After a record is submitted, the CADDS Activity Selection page will display. The FSN will be at the top of the page. You will need this number to enter a discharge record for this client or to update or delete this record.

CADDS Activity Selection

To process a CADDS Participant Record, select an option below.

FSN Z000080 Submitted.

To add an Admission only, click 'Add Admission'.
To add a Discharge, enter the FSN and click 'Add Discharge'.
To add both an Admission and Discharge, click 'Add Admission and Discharge'.

	<input type="button" value="Add Admission"/>
FSN <input type="text"/>	<input type="button" value="Add Discharge"/>
	<input type="button" value="Add Admission and Discharge"/>

To view/update an existing form, enter the FSN and click 'View/Update'.

FSN <input type="text"/>	<input type="button" value="View/Update"/>
--------------------------	--

To delete an Admission and/or Discharge, enter the FSN and click Delete.

FSN <input type="text"/>	<input type="button" value="Delete Admission"/>
	<input type="button" value="Delete Discharge"/>
	<input type="button" value="Delete Admission and Discharge"/>

Discharge Transactions

1. Enter the FSN and Click on the **Discharge** button.
2. All of the Admission information will be displayed and the Discharge fields will be blank and available for data entry.

Note: If any of the Admission information needs to be corrected or updated, click on the **Update Admission** button on the bottom of the page.

3. Enter data in all the Discharge fields.
4. Click on the **Submit** button.*
5. When a record has been submitted, the CADDS Activity Selection page will be displayed.

Note: If you forget to submit your data and click on the Activity Selection link on the left hand sidebar, your data will be saved as a *Pending* record.

View or Update a Participant Record

1. Enter the FSN and click on the View/Update button.
2. Make any desired changes.

Note: Some fields will auto fill based on the answer given in other fields. (Example - If the participant is male, Question 11: Is this person currently pregnant? will auto fill with “No”.)

3. Click on the Submit button.*
4. The CADDS Activity Selection page will display. The FSN will be at the top of the page.

Note: If you forget to submit your data and click on the Activity Selection link on the left hand sidebar, your data will be saved as a *Pending* record.

Delete an Admission and/or Discharge Transaction

1. Enter the FSN and click on the **Delete Admission, Delete Discharge** or **Delete Admission and Discharge** button.
2. Enter the UPI data.
3. Click on the **Delete Admission, Delete Discharge** or **Delete Admission and Discharge** button.
4. The CADDS Activity Selection page will display. The **FSN was successfully deleted** will be at the top of the page.

Searching Records

This option enables you to locate a specific Participant Record.

1. Click on the [Search](#) link.

Participant Record Search

To search for CADDs Participant Records, enter **one** of the selection criteria and click *Search*.

You may enter partial search strings for *Unique Participant ID* and *Provider's Participant ID*.

To enter partial search strings, key the characters you are interested in. For example, entering AA123 in the Unique Participant ID field will give you participant records that have AA123 in any part of the field.

Unique Participant ID	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
Provider's Participant ID	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
Date of Admission (mm/dd/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
Data Entry Date (mm/dd/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>

2. Enter **one** of the selection criteria and click the **Search** button.

You may enter partial search strings for **Unique Participant ID** (UPI) and **Provider's Participant ID**. To enter partial search strings, key the characters you are interested in. For example, entering AA123 in the UPI field will give you participant records that have AA123 in any part of the field.

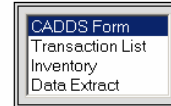
Reporting Feature

This option allows you to print reports (hardcopy or electronic) from your data.

1. Click on the [Reporting](#) link.

Report Request

To request a report, select an option and click the *Submit* button.





Submit

2. Select the report you would like to print.
3. Click on the **Submit** button.

CADDs Form

1. Enter the FSN and click on the **Print FSN** button or click on the **Print Blank Form** button.





2. Click on  button to print a hardcopy report or click on  to export an electronic report.



Transaction List

3. Select the records to include and the sort order then click **Submit** button.
4. The Report is displayed.





5. Click on  button to print a hardcopy report or click on  to export an electronic report.



Inventory

1. Select the month you wish to display.
2. Select Submit.
3. The Report is displayed.



4. Click on  button to print a hardcopy report or click on  to export an electronic report.



Data Extract

1. Select extract criteria and click the **Submit** button.
2. The Data Extract Request page displays.

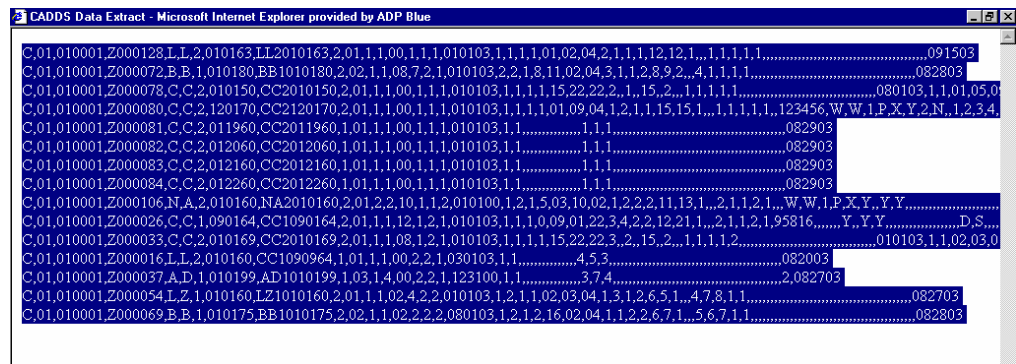
Data Extract Request

Your data extract request has selected 1 records for download.

To display the records, click

To return to the Report Selection Criteria for Data Extract, click

3. Click the **Show** button to display records.
4. The data is displayed.
5. Highlight all of the data by pressing CTRL-A or using your mouse.



6. Then paste the information into Note Pad or Text Pad.
(To paste the data into NotePad, open Note Pad and press CTRL-V.)
7. Save the document.